Recording Map Checklist (WAC 332-130)

This form must accompany the map when it is presented for Recording.

Type of Map______________________

Acceptable Media:

- For Counties exempted from permanently storing the document filed, acceptable media are:
  - Any standards material compatible with county processes; or electronic version of the original.
  - **ALL** signatures and seals must be original and, on hard copy made with [permanent black ink](#).
  - The media submitted for filing must not have any material on it that is affixed by adhesive.

Legibility:

- The documents submitted, including paper copies, must have uniform contrast throughout the document.
- No information, on either the original or copies, should be obscured or illegible due to cross hatching, shading, or as a result of poor drafting technique such as lines drawn through text or improper pen size selection (letters or number filled in such that 3’s, 6’s or 8’s are indistinguishable).
- Signatures and seals must be legible on the prints or the party placing the seal must be otherwise identified in the notary jurat.
- Text must be 0.08 inches or larger; line widths shall not be less than 0.008 inches (vicinity maps, land surveyor’s seals and certificates are excluded).

Indexing:

- The recording officer’s information block must be on the bottom or right edge of the map.
- A title block (shows the name of the preparer and is on each sheet of multiple sheets).
- An auditor’s certificate (on the first sheet of multiple sheets, although Vol./Pg. and or AFN must be entered by the recording officer on each sheet).
The map must provide the following indexing data:

- S-T-R and the quarter-quarter(s) or approximate quarter-quarter(s) of the section in which the surveyed parcel lies.
- Optional: A graphic representation of the section divided into quarter-quarters may be used with the quarter-quarter(s) in which the surveyed parcel lies clearly marked;

Miscellaneous:

- If the function of the document submitted is to change a previously filed record, it must also have:
  - A title identifying it as a correction, amendment, alteration or change to a previously filed record,
  - A note itemizing the changes.

- For records of survey:
  - The sheet must be 18” X 24”
  - The margins must be 2” on the left and 1/2” for the others, when viewed in landscape orientation.
  - In addition to the map being filed there must be two prints included in the submittal; except that, in counties using imaging systems fewer prints, as determined by the Auditor, may be allowed.

Map is approved for Recording

Map is NOT approved for Recording (make corrections noted above)

Reviewed by_______________________________________ Date____________________